

BUSINESS IS REQUIRED TO SEND DEMAND LETTER BY CERTIFIED MAIL

DATE: _____

NAME OF BUSINESS: _____

ADDRESS: _____

NAME OF CHECK WRITER: _____

ADDRESS: _____

Dear _____:

Please be advised that your check # _____ in the sum of \$ _____ drawn on _____ (name of credit institution), dated _____ has been returned for reason of _____ (non-sufficient funds/account closed).

We request immediate payment for the amount of the bad check together with our bad check fee of \$ _____ be made directly to this establishment. In the event that this payment is not made within ten (10) days of the mailing of this letter, this matter will be turned over to the Prosecuting Attorney for further action.

As you well know, issuing a check with insufficient funds or on a closed account may be a criminal offence. The Prosecuting Attorney has advised that the punishment for such an offence can be imprisonment for up to one (1) year and/or a fine of up to \$5,000.00.

I sincerely hope that it is not necessary for me to proceed beyond this letter and that your cooperation will be immediate.

Sincerely,

(Sign) _____

(Print) _____

(Exhibit 1)